

Course Booking Form

First Name **Family Name**

Address

Post Code

Telephone Number **Mobile Number**

Email

Nationality:

Course:

Course Code:

Start Date:

Location: EuroMondiale Language Centre, Carlton House, Bishop's Stortford

Price:

Previous learning in the Course language:

Evening Course Number of years

School Number of years

Intensive tuition Number of hours

I enclose full fees

or

I enclose a booking fee of £25 and will pay the remainder at least 2 weeks before the start of the course

I have read and accept the Terms and Conditions

Signed:

Date:

Centre: Carlton House, Bells Hill, Bishop's Stortford, Herts CM23 2NN

Office: 15 Heath Row, Bishop's Stortford, Herts CM23 5DH

T: +44 (0) 1279 504429 **E:** booking@euromondiale.com **W:** www.euromondiale.com

Terms & Conditions:

We require a £25 deposit to confirm your booking. The remainder of the payment is required 2 weeks before the start of the course. Payment can be made by cheque or electronic transfer. Credit or debit card payments can be arranged on request. There is a 3.5% surcharge for credit card payments. In addition to the course fee, students will be expected to buy course books as selected by the tutor.

If you cancel within 4 weeks of the start of the course we reserve the right to retain 80% of the course fee unless we can arrange for other students to come in your place. If you cancel more than 4 weeks before the start of your course the deposit will be retained. If students leave their course early they are not entitled to a refund unless there are very special circumstances. If a student does not come and has not notified us in advance there will be no refund. There is no refund for lessons missed during a course for any reason.

Evening courses are organised in 8 week blocks which run straight on from one block to the next. To maintain your place in a course the fee for the next 8 week block must be paid one week before the end of the previous block. There is a 5% discount for students who renew their place before the end of the previous block.

Your course tutor will always endeavour to respond to your concerns and learning needs. Any other concerns and all administrative issues can be addressed to the Managing Partner, Christopher Heath, on 01279 504429 at any time.